

One Day, Your Moment Event Planning



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Wedding Planning Checklist Breakdown

9-12 MONTHS BEFORE

- Congratulations on your engagement!
 - Decide on an overall budget and breakdown by category
- Start guest list
- Decide on a date or time frame
- Decide if you're going to need a wedding planner and which type (optional)
- Choose a color scheme; tone; theme (optional)
- Search for a ceremony venue, then book
- Search for a reception venue, then book
- Search for a photographer, then book
- Search for a videographer, then book (optional)

- Search for a caterer, then book **(if not included w/venue; order alcohol (wine, champagne, liquor) if they are not included in the catering contract; Discuss with your caterer to determine how it will be transported to the wedding)**
- Search for a florist if getting real flowers, then book **(also discuss centerpieces (if applicable))**
- Start wedding workout routine (optional)
- Plan engagement party (optional)
- Create wedding website (optional)
- Search for a band, then book (optional)
- Search for a DJ, then book (optional)
- Search for an officiant (optional if not having in a church; discuss writing your own vows)
- Search for a ceremony musician, then book (optional, but recommended)
- Search for a cake maker (optional and/or if not provided by your venue; Order
- Start looking for your gown
- Choose the members for your wedding party
- Start looking for bridesmaid and flower girl dresses **(View gowns in every hue and for every body type)**
- *If having a destination wedding, check legalities and marriage license requirements
- Find an affordable hotel near your venue. Reserve blocks of hotel rooms for out-of-town guests. Add accommodations and travel info to your wedding website.
- Set-up your registries. (Optional; add registries pages to your wedding website)
- Finalize your guest list
- Get engagement photos done (Optional; may also add to wedding website and include in save the dates)
- Send save-the-date cards **(*Recommended: Be sure your guest list is finalized first).** Include hotel information for out-of-town guests (optional, but considerate if your guest want to make travel arrangements early. Contact them and notify about the hotel block and other discount travel information, if it's available; add to your wedding website.
- **Select wedding dress and place order **(This normally can be done 6-7 months before ONLY if the dress does not have to come from outside of the country; otherwise, 8-9 months before is recommended)**

5-6 MONTHS BEFORE

- Search for a wedding stationer for invitations, plus place cards, menus, wedding announcements (optional), and thank-you stationery, then book
- Search for a rental supplier (if needed)
- Discuss rehearsal dinner with groom's parents—who will host? Whomever, should begin searching for a venue. You will need to negotiate who will be invited.
- Select bridesmaid/maid of honor/matron of honor mother of the bride and flower girl dresses. Have them place their orders or order for them
- If your venue requires “wedding insurance,” start researching now and look to purchase soon
- Search for a hair and make-up artist, or any pre-wedding pampering

- Ask your readers to be a part of your ceremony (optional). Begin a search for readings, and discuss them with your officiant.
- Finalize your order for any event rentals
- Rehearsal dinner host should finalize venue
- Check and update gift registry (if applicable)
- Choose groom's attire either to rent or buy
- Purchase accessories for your gown such as a veil (optional), shoes, undergarments, jewelry, headpiece, bridal purse, garter etc.
- Schedule your ceremony rehearsal and alert your attendants, officiant, and ceremony musicians of the date
- Finalize invitations and place order (***Also consider purchasing thank-you notes and wedding announcements from the same vendor**)
- Book your hair and make-up

2-4 MONTHS BEFORE

- Research local marriage license requirements (****Especially important for destination weddings**)
- Plan and book your honeymoon including travel accommodations and activities (***For an international wedding, begin to get your papers in order (passport, birth certificate, visas, vaccinations, etc.; Recommended 4-5 months out for the best rates—can use travel agent)**)
- Book accommodations for your wedding night
- Search for transportation vendors, then book
- Choose your bridesmaid's accessories (shoes, jewelry, etc.). Purchase or pass along the purchase information (can be considered as the gifts)
- Choose groomsmen's and ring bearer's attire (include a rental shop if they'll be renting formal attire. Send them the information necessary to purchase or rent.
- (****If you are handling the bridesmaid(s)/maid of honor/matron of honor/mother of the bride/flower girl dresses, confirm delivery; preferable at the 4-5 month mark especially if the holidays will be a factor**)
- Discuss and confirm party plans for bachelor and bachelorette parties, as well as any shower that is offered with your maid of honor and best man.
- Provide guest lists to your maid of honor and best man for your shower, bachelorette party, bachelor party, and other social events
- Address your invitations (***They should be mailed 6 to 8 weeks before the event, so leave yourself plenty of time if you're using a calligrapher**)
- Check on your hotel room blocks to ensure important guest have made their travel arrangements; follow up with them if they have not
- Finalize the menu and service details with your caterer
- Purchase cake knife/toasting flutes/cake topper and any other misc. reception/ceremony items (i.e. aisle runner; unity candle (if not included with church wedding or having ceremony outside of a church) (optional)
- Purchase, design and/or create favors (Search for a vendor if you want specialized favors)

- Purchase or make gifts for your bridal party and close family. Don't forget ushers, flower girls, ring bearers, and readers! (optional)
- Schedule gown fitting appointments (***You should receive your dress 2-3 months before your wedding the latest. Your first appointment should be a little after you receive the gown and the last appointment should fall no later than three weeks before the wedding**)
- Purchase wedding bands

1 MONTH BEFORE

- Confirm number of bouquets, boutonnieres, and centerpieces with your florist
- Purchase a guest book and a few nice pens (***Also can research into purchasing a more modern autograph tool like a board or mirror; can add wish cards as well**)
- Track gifts received from guests and address thank-you notes. (****Optional: Think about creating a special thank you message to your guest for attending the wedding once they arrive**)
- Design your ceremony programs and print them. (***Optional: Create menu cards for the reception tables, if you'll be using them and the venue will not be providing them**)
- Call guests who have not yet RSVP'd for the wedding and rehearsal dinner to get a final headcount. Create seating chart; make place cards or give typed names to your calligrapher (***Recommended 4-5 weeks before**)
- Write your vows if you choose to personalize them. (**This can be done as early or as late as you want**) Send a copy to your officiant
- Alert your wedding party to the rehearsal details
- The rehearsal dinner host should send rehearsal dinner invitations
- Pick up wedding rings and check the inscriptions before you leave the store
- Determine your ceremony music selections and send the list to your ceremony musicians
- If you have a DJ and/or band, work on a list of 'must play' and 'do-not play' songs. Be sure you also send them selections for your introductions, first dance, anniversary dance (optional; stand-alone or combined with the first dance), cake cutting, father/daughter dance, mother/son dance
- Finalize any special preferences, readings, or other ceremony details (in writing) with your officiant
- Create a wedding day schedule. Send the information to your wedding party and vendors
- At your final gown fitting (up to 3 weeks before the wedding), bring a friend to learn how the bustle will be tied.
- Obtain a marriage license. Follow your state's guidelines

MONTH OF THE WEDDING (4 WEEKS LEADING UP UNTIL THE WEDDING)

- Give final headcount to the caterer/venue. Confirm set-up instructions and menu items.
- Give the seating chart to your reception venue manager, caterer (if applicable), and wedding coordinator (if applicable)
- Confirm final headcount, delivery time, and location with your wedding cake vendor.
- Pick-up your gown; Try on before leaving the shop to make sure there are no additional alterations to be made
- Determine any wedding day assignments for members of the wedding party and make sure they're aware of their duties
- Confirm delivery locations, times, and final arrangements with your florist. Make a list of who will get bouquets, corsages and boutonnieres, and recruit someone to oversee this on the wedding day
- Confirm all final payment amounts with your vendors. Mail your payments or make arrangements to pay the day of the wedding

1-2 WEEKS BEFORE THE WEDDING

- Pick-up the tuxedo/suit and try it on at the shop. See if there are any additional alterations to be made
- If you're having a receiving line, determine the order everyone will stand in
- Confirm the rehearsal details and wedding day schedule with your officiant
- Prepare your toasts and thanks to friends and family
- Send your transportation vendor the schedule, addresses, and contact phone numbers for the wedding day
- Verify with your reception venue to make sure your vendors will have access to the site when they need it
- Confirm the location, date and time with your videographer, photographer
- Confirm your wedding day beauty appointments
- Confirm all honeymoon travel plans. Give someone a copy of your itinerary and contact information in case of emergency
- Shop and pack for the honeymoon
- Pull together wedding gown, veil, shoes, stockings, and a last minute emergency kit (aspirin, make-up, hairspray, safety pins, mints, etc.)
- Drop off favors, place cards, guest book, pens, cake knife, toasting flutes, and all other reception items at the reception venue
- Rehearse the ceremony with your officiant and wedding party (Can be done the morning of, if enough time)
- Give wedding announcements to your maid of honor to be mailed on the wedding day. (optional)
- Write a note to your spouse-to-be, to be delivered the day of, just before or after you marry— either the night or the following morning;

DAY OF THE WEDDING

- Follow your wedding day schedule.
- Enjoy your wedding day! Take a quiet moment and enjoy it with your new spouse!

AFTER THE WEDDING

- Ensure all your vendors have been paid in full
- Arrange for gown and veil to be cleaned and preserved. Make sure the provider of the service is experienced in preserving wedding gowns
- Write thank-you notes for all the gifts you received at the wedding and before.
(Traditional etiquette gives you an 8-week grace period)
- Take the bridal bouquet to be preserved, or save a petal to be pressed for your scrapbook (optional)
- Arrange for all insurance policies to include you and your spouse: health, auto, homeowner's, and life
- Do paperwork for official documents if you are changing your name
- Upload your wedding photos to your account and share them on your wedding website or create your very own 'real wedding' Inspiration Board
- Review the remaining items in your registry. You may want to keep your registry open after the wedding for those guests who still want to purchase and send gifts

Still have Questions?

Contact

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